

MUNICIPALITY OF SOUTH BRUCE

Road Occupancy Policy

Department: Public Works

Prepared by: Jamie Morgan, Operations Manager

Management Review: Leanne Martin, CAO/Clerk

Council Approval: July 13, 2021

Revised:

Purpose:

Given that it is considered advisable to control the construction and installation of any utility, testing equipment, structure or facility on or within a Municipality of South Bruce right-of-way, consent is required from the Municipality. It is herein resolved that the following policy statement be adopted as a guideline to control Road Occupancy on Municipal roads.

The Applicant agrees to the following conditions:

1. Prior to the issuance of a Permit, the applicant shall provide the following to the satisfaction of the Public Works department:
 - a. A valid Certificate of Insurance, in the form acceptable to the Municipality with respect to liability for property damage and personal injury for a minimum amount of \$5,000,000.00 for any one accident or occurrence shall name the Municipality of South Bruce as co-insured and remain in force until the Municipality approves the work.
 - b. Supportive material requested by the Public Works department.
 - c. Permit fees:
 - i. Basic (5 days) \$100
 - ii. Extended (6 days plus) \$250
 - d. A Security Deposit of \$1,000 may be required, at the discretion of the Operations Manager.
2. The Applicant agrees to indemnify and save harmless the Municipality of South Bruce from all actions, causes, suits, claims, demands and costs whatsoever arising by reason of the Applicant, his agents or employees doing, failing to do, or

doing incorrectly or negligently anything the Applicant is required to do under the terms of this Permit and will be responsible for damages, injuries or accidents resulting from any of their operations, or caused by reason of the existence or location or condition of the construction site, or any materials, plants, equipment or vehicles used in connection with the works performed as a result of this Permit.

3. Permits will be processed after all the necessary information has been submitted to the Public Works department.
4. This Permit does not relieve the Applicant from their responsibility of obtaining all other necessary permits, approvals and plant locations.
5. The Applicant agrees to contact the Operations Manager as specified on the Permit General Conditions (#2) at least two (2) working days prior to commencing works. Failing to do so will result in a \$250.00 charge to the applicant and possible delays to the start date.
6. A copy of the Permit must be available on the job at all times, during actual construction.
7. Upon completion of the work, the Applicant shall complete the following to the satisfaction of the Operations Manager.
 - a. Restore all subsurface works including the compaction of backfill material.
 - b. Restore all areas affected by the work to current Municipal or OPS Standard to the satisfaction of the Operations Manager.
 - c. Disturbed surface grassed areas are to be backfilled with topsoil and hydroseeded.
 - d. Additional restoration may be required and will be outlined on the permit.
8. Directional boring is the preferred process for crossing the road's travelled portion. In the event that boring is not an option then open cut will be allowed with the following conditions:
 - a. All open cuts and disturbed areas are to be backfilled and compacted with native materials to granular base. Balance of the excavation to be filled with approved Granular material that is compacted to 100 percent standard proctor density.
 - b. Roads with concrete base are subject to conditions 37 to 41 of the Road Occupancy Permit application.
 - c. The Applicant is to ensure that temporary restoration is done using cold mix asphalt as a minimum and is completed the same day before allowing traffic to flow over trench cuts. The Applicant is responsible for its maintenance until final restoration is completed.

- d. The Applicant is to ensure that permanent restoration is completed within ten (10) working days, repaired with hot mix asphalt and no hard joints allowed. The original surface is to be milled back 1.0 metre in both directions for a step joint then paved.
9. The Applicant shall guarantee the workmanship and materials of all the work performed under Sections 7 & 8 within the right-of-way for a period of twenty-four (24) months from the date receiving the Municipality's approval of the work.
10. The Municipality may withhold approval of future Road Occupancy Permits until Part 9 is complied with.
11. Upon the completion of the permanent restoration works, the Municipality shall reimburse the Applicant any excess monies deposited not used by the Municipality to restore works and the Applicant shall reimburse the Municipality for any costs of restoration above the monies deposited with the Municipality within thirty (30) days of receiving any invoice for payment from the Municipality.
12. The Applicant shall be responsible for all damages to all existing services when such damages arise out of the work undertaken by the Applicant.
13. The Applicant is responsible for notifying the Municipality of South Bruce staff concerning existing damage to municipal owned infrastructure prior to the issue of the Permit.